

# FOCUS On

## Management Information

A Newsletter For Users Of The **Management Information Retrieval System**

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### **New Department Library Saves You Time And Effort!!**

In May, a new Department Library was added to MIRS to help share reports and defines with other MIRS Report Writers at your department. The new Library can be very helpful when you are out of the office and another MIRS report writer needs to run one of your reports. This new library also provides a quick way to copy a report from your personal library to another report writer's library without waiting for us to copy the report for you!

To set up your Department Library, either:

1. Call a MIRS Consultant to request that an ENTIRE library be copied to your Department Library; or
2. Select specific reports from your Personal Library and copy those reports to the Department Library.

Using the new Department Library is easy. It looks and functions just like your Personal Library. Be sure to read the May 1999, MIRS Bulletin for tips on organizing and maintaining your Department Library.

**IMPORTANT REMINDER:** Since the Department Library is a SHARED environment, edits and deletes will PERMANENTLY change and/or delete reports!

### **Find Your Focexecs Quickly!!**

In response to your requests, another new function was installed on MIRS in March. The FOCEXEC LOCATE function allows you to quickly find and select a procedure anywhere in your list of library procedures.

Without this new feature, you would press the PF8 key repeatedly until reaching the screen containing the procedure you wanted. Once the screen was reached, you would move the cursor down to reach the exact procedure name.

Now, by using the PF4 key and then the number 1, a string of characters (i.e., the name of a procedure) can be entered and MIRS will take you directly to the first procedure in your library containing those characters. If the procedure selected is not the one you want, simply use the PF5 key and MIRS will find the next procedure containing the string of characters entered. Continue using the PF5 key until you reach the correct procedure.

This function also searches the text in the first line of your procedures. Many of you use the first line of a procedure to describe your report. The first 49 characters of this line appear as a description next to the procedure name on the FOCEXEC PROCESSING PANEL. This function actually searches the entire 72 characters of that first line for the string of characters entered. If the characters are found anywhere in the first line of text or in the procedure name, MIRS will take you there.

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# REPORTING TECHNIQUES



Need more than one copy of a report sent to batch?

If so, rather than resubmitting the report to batch, just use the **RETYPE** command and an additional copy of your report will print. This easy and simple technique will save you time at the copy machine and money in CPU charges.

If you need two copies of a report, key the **RETYPE** command after END and before -INCLUDE SETCOND

```
TABLE FILE CSXXXX
.
.
.
END
RETYPE
-INCLUDE SETCOND
```

Need three

Copies? Just key another **RETYPE** on a line by itself:

```
TABLE FILE CSXXXX
.
.
.
END
RETYPE
RETYPE
-INCLUDE SETCOND
```

## Training News

### New Modular Training Classes

Based on the response from the last MIRS Workshop, we are excited to offer three new training modules. We selected the most popular learning sessions and expanded them into full and half day classes. You can enroll in one, two, or all three classes!

**Customizing Reports** - Learn several new FOCUS commands to make a detailed report easier to read and interpret.

Date: Wednesday, September 22, 1999

Time: 8:00 am to 11:30 am

**Moving Around with Numbers** - Why use a calculator? Let MIRS produce percents, summations, and subtotals on demand.

Date: Wednesday, September 22, 1999

Time: 12:30 pm to 4:00 pm

**Mastering Defines** - Learn how to use defines to create new fields. Five defines will be covered: Decode, Conditional, Arithmetic, Edit and Concatenation.

Date: Thursday, September 23, 1999

Time: 8:00 am to 4:00 pm

These classes will be filled on a first-come-first-served basis. To enroll, call Javier Gloria at (916) 324-7182 or CALNET 454-7182.

### Refresher Training

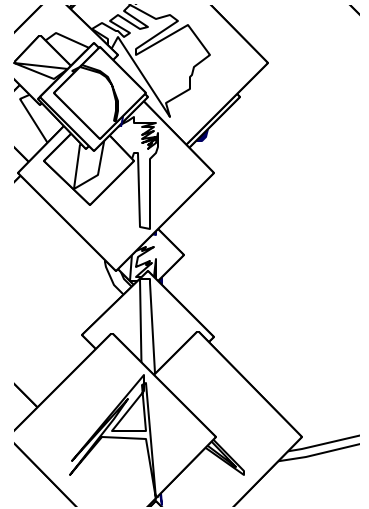
MIRS will be offering Refresher Training this Fall. This class reviews the basics taught in Initial Training and allows the participants to identify and work with specific report writing problems. Watch for an announcement on

# Spotlight FOCUS Report

Over the years, many of you have wanted to combine an employee's Anniversary Date (ANNIDT) and Anniversary Date Code (ANNICD) into one field. Here is a define that will merge the two fields into a new field called **ANNI1**. The values of the new field are NONE, MAX or an Anniversary Date.

```
DEFINE FILE CEMPL ADD
DATE1/I6MY=ANNIDT;
ANNI1/A7=IF ANNICD EQ 'YES' THEN DATE1 ELSE
    EDIT(DATE1,'99/9999');
END
```

```
TABLE FILE CEMPL
PRINT FULL_NAME/A25 AS 'NAME'
    PSNO AS 'POSITION NUMBER'
    CLTTL AS 'CLASS TITLE'
    ANNI1 AS 'ANNI,DATE'
BY FULL_NAME NOPRINT
WHERE STATCD IS-NOT 'PERM SEP'
END
```



## REPORT OUTPUT:

PAGE 1			
NAME	POSITION NUMBER	CLASS TITLE	ANNI DATE
ADAMS, KENNETH	999-455-8165-209	REGISTERED NURSE	MAX
BROWN, LAWRENCE P	999-435-7981-003	PHARMACIST II	01/2000
CLARK, STACEY J	999-455-8165-209	REGISTERED NURSE	06/2000
FRANKLIN, PAUL W	999-455-8286-003	LICENSED VOC NURSE	10/1999
GRAPE, CINDY A	999-455-9991-900	YOUTH AID	NONE

# Goings On

## MIRS DEPARTMENTAL CONTACT

Your MIRS Departmental Contact has an important job. Just some of the things Departmental Contacts do to help the MIRS program run smoothly include:

- Serve as a liaison between the MIRS Consultants and Report Writers at your department
- Distribute revisions/newsletters to all Report Writers
- Inform a MIRS Consultant if the department is adding, deleting or changing MIRS printers
- Work with the Security Monitor to add or delete Report Writers
- Contact a MIRS Consultant if a Report Writer needs to be temporarily revoked due to a leave of absence
- Distribute the annual MIRS contract (IAA) to the accounting office for payment

A BIG THANKS to all the MIRS Departmental Contacts for their help throughout the year!

## Y2K REMINDER

Less than 185 days to the year 2000. Remember to key in a four-digit year (i.e., 1999) in your screening statements; otherwise, when the year 2000 arrives, your reports will have erroneous data!

## A MIRS Hello!!

Hi! My name is Javier Gloria and I am the newest addition to the MIRS team. I'm from the small city of Napa and working in the Capitol is a big change! While at Napa State Hospital, I acquired 10 years of personnel experience in classification and pay, personnel database management and transactions. I have also been a MIRS user for four years. Luckily, the transition has been smooth with the help of my new co-workers whom I've slowly had the opportunity to know throughout the last four years. I'm excited about my new assignment and I'm looking forward to working with all of you.

## A Fond Farewell!!

After 9 fun-filled and challenging years of working in the MIRS Unit, I have accepted a position with the Office of Emergency Services in San Luis Obispo. I am going to miss each and every one of you. You, and the entire MIRS staff, have all made my time with this unit a true delight.

Keep up the good work and happy reporting to all of you!!

Thanks to all who have made my last five years with the MIRS unit such a pleasure! I've been lucky to work with great analysts, managers, and customers who have become like family and good friends. I'll miss you all and wish you the best. Unlike Jeri, I'm not heading for the coast, but will be working on other projects within the Personnel/Payroll Services Division. Keep up the good work!

*FOCUS On Management Information* is produced by the Controller's Office, MIRS staff. The MIRS staff reserves the right to edit material received for publication.

We invite your comments.  
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